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Lewis and Clark County

Administrative and Financial Services Department

REQUEST FOR PROPOSALS

The Lewis and Clark County Finance Department is requesting proposals from interested parties for the administration of fire mitigation projects in the Tri-County area of Lewis and Clark, Jefferson and Broadwater Counties.

GENERAL DESCRIPTION:

Lewis and Clark County has grant funding available for fire mitigation projects. The County is seeking a consultant/firm to manage these projects for the County. The consultant/firm selected shall be qualified in the administration of fire mitigation projects, including applicable grant requirements, contracting requirements with qualified contractors to perform the work, outreach and education, and working with landowners.

SCOPE OF SERVICES:

Fire Mitigation administration shall include, but is not limited to:

The County is committed to complying with all grant requirements for the expenditure of federal assistance. In order to assure compliance, the Consultant must become familiar with the specific requirements of each applicable grant. Additionally, the Consultant must be knowledgeable in regard to the various legal requirements applicable to the projects. Consultant responsibilities shall include, but are not limited to:

1. Federal Grant requirements;
2. Federal and State Regulations;
3. Preparing contracts with qualified contractors to perform work;
4. Working with landowners;
5. Preparation for and attendance of meetings with County staff and regulatory agencies, as needed;
6. Working with County staff to prepare reports as required by the Granting Agencies;
7. Working with County staff to provide accurate documentation of expenses and provide for timely payment of invoices.
8. Working with the public on fire mitigation education and outreach.

PROPOSAL SUBMITTAL CONTENT:

Consultants will submit four (4) copies of their proposals to Lewis and Clark County Finance Department. Please provide a one page single-sided cover letter with the proposal. The proposal shall include the following information:

Describe the firm's understanding of the fire mitigation projects. Provide concise description of the management of the projects and why the firm believes that it would be qualified to administer these projects as defined in the Scope of Services.

Demonstrate the firm's technical competence and past experience on the following topics. Provide references for similar work performed.

1. Grants management
2. Administration of contracts with qualified contractors
3. Fire mitigation public outreach

Describe the firm's organizational structure. The firm should demonstrate they have the expertise and manpower to effectively manage the fire mitigation projects.

Provide qualifications of the management team and their respective relevant experience.

Before submitting a proposal, Consultant shall carefully read all sections of this Request for Proposals and shall fully inform themselves as to the existing conditions and limitations, which may impact their ability to perform. Firms may submit questions via email to neverson@lccountymt.gov until 5:00 p.m. on December 16. Questions will be answered by email to all firms by 5:00 p.m. December 20, 2016.

Any information received after the exact time specified for receipt will not be considered.

Submit proposals to the Lewis and Clark County Finance Department Located at 316 N Park Avenue, Room 340, Helena, Montana 59623 no later than Thursday, December 22nd, 2016 at 3:00 p.m. The County will review each proposal and reserves the right to accept or reject any or all proposals, wholly or in part, in a manner deemed to be for the public good. The County will follow up with each consultant and may request an interview.

PROPOSAL EVALUATION

The factors listed below shall be considered in the evaluation of the Consultant's proposal. The proposal shall give clear, concise information in sufficient detail to allow evaluation based on these factors. Although some of the factors listed below will be weighted more heavily than others, all factors are considered necessary for evaluation of technical acceptability and competence. A Consultant must, therefore, be technically acceptable in all areas to be eligible for an award of a contract. Based upon initial evaluation, Consultant's considered technically acceptable may be invited to make an oral presentation to the County prior to selection of a Consultant for award.

1. Understanding the Scope of Services (30 points) – Consultant presents a detailed and specific technical proposal based on the Scope of Services so that the County's review committee may

thoroughly evaluate the proposal.

2. Specialized Experience and Technical Competence (30 points) – Consultant demonstrates recent experience with fire mitigation projects and federal grants. Therefore, it is of importance that the Consultant details all experience that specifically applies to this Scope of Services. The breadth and depth of the Consultant's experience in the performance of comparable projects will be evaluated.
3. Organizational Structure (20 points) – Consultant must have sufficient staff and resources dedicated to this project to accomplish the work in a timely, professional manner at a level of quality satisfactory to the County. Consultant should provide information that enables the County to evaluate the Consultant's ability to complete the work offered as well as other projects the Consultant may have already under contract.
4. References from Previous Work (10 points) – References and previous performances of the Consultant, both managerial and technical, are a factor in evaluating the ability of the Consultant.
5. Recent and Current Work for the County (10 points) – Consultant demonstrates any recent or current work which was completed or is being completed for the County.
6. Interviews – The County reserves the right to interview Contractor's offering a proposal in order to assist in the evaluation process.

SELECTION FOR AWARD

Any proposal which does not comply with the requirements of this Request for Proposals may be considered non-conforming and ineligible for consideration. Failure to comply with technical requirements and failure to submit required information will be cause for finding a proposal to be non-conforming.

The Contractor selected for negotiation of a contract will have demonstrated competence and professional qualifications necessary for the satisfactory performance of the required Scope of Services. Contractor will provide proof of Liability Insurance Coverage and Workers Compensation Coverage in the limits required by the County.

If you have any questions please call me at 447-8309.

Sincerely,

Nancy Everson
Chief Financial Officer

